



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 4300.2

March 6, 2003

MATERIAL TRANSMITTED

LAPD 4300.2, "Recovery of Precious Metals."

RECISION

LAPD 4300.2, dated January 19, 1999.

SUMMARY

This directive has been revised to update references. The change is a minor change. Per LMS-CP-2701, "LaRC Directives Initiation, Review, and Approval," a review and approval cycle is not required.



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 4300.2
Effective Date: March 6, 2003
Expiration Date: Valid Until Rescinded**

Responsible Office: Property Disposal Officer, Office of Logistics Management

SUBJECT: Recovery of Precious Metals

1. GENERAL

This directive sets forth policy and responsibilities for monitoring the recovery of precious metals from articles of excess and surplus personal property.

2. POLICY

a. The Langley Research Center (LaRC) will comply with the policy and procedures for controlling and monitoring the recovery and reporting of precious metals prescribed by [NHB-NPG 4300.1](#), "NASA Personal Property Disposal Manual Procedures and Guidelines," and Federal Property Management Regulations, Subpart 101-45.10, "Recovery of Precious Metals."

b. Precious metals will be:

- (1) Acquired only if required for LaRC's mission.
- (2) Placed under continuing physical and financial control.
- (3) Designated for recovery to ensure maximum utilization, or disposal, if it is in the best interest of the Government.

3. DESIGNATION

The Property Disposal Officer, Office of Logistics Management (OLM), is designated as the Precious Metals Monitor (PMM) and is the individual responsible for implementing and monitoring the recovery of precious metals.

4. RESPONSIBILITIES (Responsibility/Action)

a. Precious Metals Monitor (PMM)

- (1) Overall responsibility for the recovery of precious metals as set forth in [NHB NPG 4300.1](#).
- (2) Conduct an annual review and a physical inventory, and special inventories as needed, of all precious metals being held by OLM for reuse or disposal.

b. Officials in Charge

- (1) Assure proper use, condition, and financial accountability of precious metals.

(2) Maintain only a reasonable quantity of precious metals needed; for instance, a 3-month supply.

(3) Designate an individual to be responsible for conducting an annual physical inventory, and special inventories as requested, of all precious metals and to assist the PMM as required.

(4) Provide the PMM with copies of physical inventories.

c. Employees

(1) Use, handle carefully, protect, store, and exercise strict control of precious metals required in the performance of functional responsibilities.

(2) Maintain receipts, records of use, financial accountability, and issuance of precious metals to substantiate inventory on hand.

5. RECISION

LAPD 4300.2, dated ~~April 27, 1988~~ January 19, 1999.

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